



2018-19 AmeriCorps Calendar

Instructions: *This calendar includes all programmatic and fiscal due dates and required trainings for the 2018-19 program year. In addition, it includes the dates Serve Indiana (SI) is closed, release dates for forms (i.e. close out package, progress reports) and additional events available to programs. SI expects programs to abide by Due dates and to send at least one representative to each required training as applicable (consult the below legend for further instruction).*

Additional Information:

- **New program/staff events are only required for programs/staff**
 - Programs and staff are considered new for the first two years.
- **All times are on Eastern Standard Time (EST)**
- **There is a separate grant application review process (GARP) with additional dates for submitting grants.**

Legend:

New Program/Staff Required Training

All Program Required Training

Deadline

State/National Holiday (SI Closed)

Non Required Events



August 2018

- 1 Serve IN releases 2017-18 TTA and CSG post tests for AmeriCorps programs, due date in email
- Serve IN releases instructions on Training Calendar/Policy submission
- Serve IN releases instructions on CHC training requirement for all programs
- 3 Serve Indiana volunteering at ICHE's State Fair booth, out of office
- 10 **17-18 Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 14 AmeriCorps GARP Webinar, 10:00-11:30am
- 16 Serve Indiana Commission Meeting (10-12:00pm), Location: Sol Center - 708 East Michigan Street, Indianapolis, IN 46202
- 17 NCCC visit at Habitat & Office Hours, South Bend
- 23 **New Program Orientation Session 3 Training Series Webinar 1:30-3:00pm**
- 30 **17-18 Request for Funds due (fixed and reimbursement)**
- 2018-19 Training Calendar/Policy due to Serve Indiana (new programs)**
- Final 17-18 PER submission extension request due (if applicable)**
- CHC Training Certificate due to SI for all programs**
- 18-19 Budget due in OnCorps**
- 2017-18 TTA/CSG post tests due to Serve Indiana**
- TBD 2019-2020 AmeriCorps New/Re-compete Instructions released on Serve Indiana website

September 2018

- 1 Serve Indiana releases pretest instructions for all AC programs via email
- Serve Indiana releases progress report instructions to AC programs via email
- 3 *Labor Day, SI Closed*
- 5 Listening Circle, Marion County
- 7 **All Program Conference Call, 10:00-11:00am**



- 10 **Final PY 2017-18 Periodic Expense Report due (reimbursement only)***
 **Extensions for final PER must be submitted by August 31st to Serve Indiana*
 August 18-19 Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps
- 11 National Day of Service and Remembrance ([CNCS Information](#))
- 12-14 **Serve Indiana out for Symposium**
- 28 **Final 2017-18 Request for Funds due (fixed and reimbursement)**
 Request for Funds due (fixed and reimbursement)*
 **Only applies to 17-18 programs and August 1 start for 18-19 programs*
- 30 **2017-18 Year End Progress Report due to SI (all programs)**
 Final 2017-18 PY Aggregated Financial Report due to SI via OnCorps (April-September 2017)

October 2018

- 1 **Serve Indiana Close Out checklist due to Elspeth Hilton**
- 5 **All Program Conference Call, 10:00-11:00am**
- 8 *Columbus Day SI closed*
- 10 **18-19 Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 11-12 Listening Circle, Bloomington
- 18 Serve Indiana Commission Meeting (10-12:00pm), Location: Indiana Government Center South,
 Conference Room 17

 Listening Circle, Evansville
- 30 **Request for Funds due (fixed and reimbursement)**
 Serve Indiana sends out Core Curriculum Requirements via Email
 Serve Indiana releases CSG pretest instructions



31 Risk Assessment results released to programs

November 2018

- 2 **New Program/Staff Conference Call, 10:00-11:00am**
- 6 *Election Day, SI closed*
- 8 Serve Indiana Awards for Excellence, 5:00-8:00pm, Historical Society
- 10 **Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 12 *Veteran's Day Serve Indiana Closed*
- 14 Listening Circle, Lafayette
- 22 *Thanksgiving, Serve Indiana Closed*
- 23 *Lincoln's Birthday, Serve Indiana Closed*
- 30 **Request for Funds due (fixed and reimbursement)**
Pre test due to Serve Indiana
Core Curriculum form due to Serve Indiana via email

December 2018

- 6 **Winter Program Director Training, 10-4pm, TBD**
- 10 Serve Indiana releases CHC results instructions to all programs via email
Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps
- 13 Serve Indiana Commission Meeting (10-12:00pm), Location: National FFA Center, 6060 FFA Drive, Indianapolis, IN 46268
- 24 *Washington's Birthday, Serve Indiana Closed*



- 25 *Christmas Day Observed, Serve Indiana Closed*
- 30 **Request for Funds due (fixed and reimbursement)**
- 31 **CHC Self Reporting results due to Serve Indiana (see instructions via email)**

January 2019

- 1 *New Year's Day Observed, Serve Indiana Closed*
- 2 *Serve Indiana releases CHC file names to programs*
- 10 **Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 21 *Martin Luther King Jr. Day, Serve Indiana Closed*
Martin Luther King Jr. Day of National Day ([CNCS Information](#))
- 24 **CHC results due to Serve Indiana, member & staff files, (see instructions via email)**
- 30 **Request for Funds due (fixed and reimbursement)**

February 2019

- 1 **New Program/Staff Conference Call, 10:00am-11:00am**
- 10 **Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 21 *Serve Indiana Commission Meeting (10-12:00pm), Location: National FFA Center, 6060 FFA Drive, Indianapolis, IN 46268*
- 28 *Progress Report instructions released to programs*
CHC initial results released to programs
Request for Funds due (fixed and reimbursement)

March 2019

- 1 **All Program Conference Call, 10:00-11:00am**
- 10 **Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 10-16 *AmeriCorps Week ([CNCS Information](#))*



- 30 **Request for Funds due (fixed and reimbursement)**
AFR due to SI via OnCorps (August-February 28; N/A Fixed)

April 2019

- 2 Mayor and County Recognition Day for National Service ([CNCS Information](#))
- 10 **Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 12 **Spring Program Director Training, 10-4:00pm, TBD**
- 18 Serve Indiana Commission Meeting (10-12:00pm), Location: National FFA Center, 6060 FFA Drive, Indianapolis, IN 46268
- 19 **Semi-Annual Progress Report due to SI (Start of PY-February 28)**
Good Friday, Serve Indiana closed
- 30 **Request for Funds due (fixed and reimbursement)**

May 2019

- 3 **New Program/Staff Conference Call, 10:00-11:00am**
- 6-11 Regional Conference, St. Paul, MN
- 7 *Primary Election Day, Serve Indiana Closed*
- 10 **Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 27 *Memorial Day, Serve Indiana Closed*
- 30 **Request for Funds due (fixed and reimbursement)**
- 31 **Grant Extension Request deadline (No extension will be granted if submitted after this date)**
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June 2019

- 7 **All Program Conference Call, 10:00-11:00am**
Orientation RSVP & Needs Assessment Released to programs
- 10 **Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 13 Serve Indiana Commission Meeting (10-2:00pm), Location: WFYI
- 27 **New Program Orientation Session 1 Training Series Webinar 1:30-3:00pm**
- 30 **Orientation RSVP & Needs Assessment due to Serve Indiana via Survey Monkey**
Request for Funds due (fixed and reimbursement)
18/19 Closeout Package released to programs
Budget Modification deadline

July 2019

- 4 *Independence Day, Serve Indiana Closed*
- 10 **18-19 Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
Serve Indiana sends Closeout Checklist to programs
- 10-11 **PY 19-20 Orientation, Sol Center Ballroom, Indianapolis, 10am-4pm each day**
 - July 10th: Required for new staff/programs
 - July 11th: Required for all programs
- 19 19-20 Signatory Authority Form Released (all programs)
Close out process communicated to all programs via email
CHC Training released to programs
19-20 Directory released to programs for review
- 31 **18-19 Request for Funds due (fixed and reimbursement)**
19-20 Signatory Authority Form due to Serve Indiana (all programs)
19-20 Directory edits due to Serve Indiana



Core Curriculum Training Form due to Serve Indiana (18-19 new programs)

August 2019

- 1 Signatory Authority due end of July
- 2 19-20 Fiscal Orientation Webinar, 10 am-11:30am (Operational Fixed)
- 10 18-19 Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps
- 14 GARP Webinar, 10:00-11:30am
- 15 Serve Indiana Commission Meeting (10-12:00pm), Location: Indiana State Museum
- 23 **Session 3 Training Series Webinar 1:30-3:00pm**
- 30 18-19 Request for Funds due (fixed and reimbursement)
- 2019-20 Training Calendar/Policy due to Serve Indiana (new programs)
- Final 18-19 PER submission extension request due (if applicable)
- CHC Training Certificate due to SI for all programs
- 2019-20 Budget due in OnCorps
- TBD 2020-2021 AmeriCorps New/Re-compete Instructions released on Serve Indiana website

September 2019

- 1 Serve Indiana releases 19-20 core curriculum instructions via email
- 2 *Labor Day, SI Closed*
- 6 **All Program Conference Call, 10:00-11:00am**
- 10 **Final PY 2018-19 Periodic Expense Report due (reimbursement only)***
 - *Extensions for final PER must be submitted by August 31st to Serve Indiana*
 - August 19-20 Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 11 National Day of Service and Remembrance ([CNCS Information](#))
- 18-20 Serve Indiana attending Symposium, out of office



- 27 **Final 2018-19 Request for Funds due (fixed and reimbursement)**
Request for Funds due (fixed and reimbursement)*
***Only applies to 18-19 programs and August 1 start for 19-20 programs**
- 30 **2018-19 Year End Progress Report due to SI (all programs)**
Final 2018-19 PY Aggregated Financial Report due to SI via OnCorps (April-September 2018)

October 2019

- 1 **Serve Indiana Closeout Checklist due to Elspeth Hilton**
- 4 [New Program/Staff Conference Call, 10:00-11:00am](#)
- 10 **19-20 Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 14 *Columbus Day SI closed*
- 15 **Closeouts due to DWD**
- 17 **Serve Indiana Commission Meeting (10-12:00pm), Location: National FFA Center, 6060 FFA Drive, Indianapolis, IN 46268**
- 30 **Request for Funds due (fixed and reimbursement)**
- 31 **Risk Assessment results released to programs**